*Print on letterhead*

<Date>

<Name of Delegate>

<Address>

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_

I am pleased to confirm your enrolment in the training course, ‘Ethics of Tuberculosis Prevention, Care and Control’, which will be held on <day/date> from <start time> to <end time> in <city, province/state>. Directions to the course site are enclosed.

The objectives of the ‘Ethics of Tuberculosis Prevention, Care and Control’ Training Course are for the delegate to be able to:

Discuss the relationship between ethical values and tuberculosis (TB) care

* Describe one main area of emphasis from the World Health Organization *Guidance on ethics of tuberculosis, prevention control and treatment*
* Demonstrate an understanding of context-specific challenges in ethical management of TB
* Identify potential approaches for addressing challenges to ethical management of patients with tuberculosis

Please note that during the course, we will ask you to complete the Ethics *of Tuberculosis Prevention, Care and Control: An Assessment Tool for National TB Programmes* document. This assessment tool is based on the World Health Organization’s recommendations for ensuring a person-centred approach and application of ethical values in the design and implementation of TB programmes. I am enclosing a copy of the assessment tool, in case you wish to review it prior to the course. Completion of the assessment tool will allow to you understand the specific areas within your TB programme that may be strengthened by the application of the ethical guidance that will be discussed during the training.

<The remainder of the letter can be devoted to other appropriate matters such as:

lodging, travel, expense reimbursement, dietary requirements or special needs, emergency message telephone number at course site, parking, etc.>

If you have any questions regarding the course, please feel free to call me at ( )

\_\_\_\_-\_\_\_\_\_\_\_ or contact me by email at \_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_. I look forward to your participation in the course.

Sincerely

<Course Facilitator>